

Instructions for Saving and Sending Documents to Someone Without Business Objects

For those times you need to provide a Business Objects report to someone who does not have Business Objects, these steps will show you how you can save it in a different format so they will be able to use your report. If you create and save it in .rtf (rich text format) the report can be opened with Microsoft Word or if you save it in .pdf (portable table format) it can be opened with Adobe Acrobat Reader. The following steps will show you how this is done.

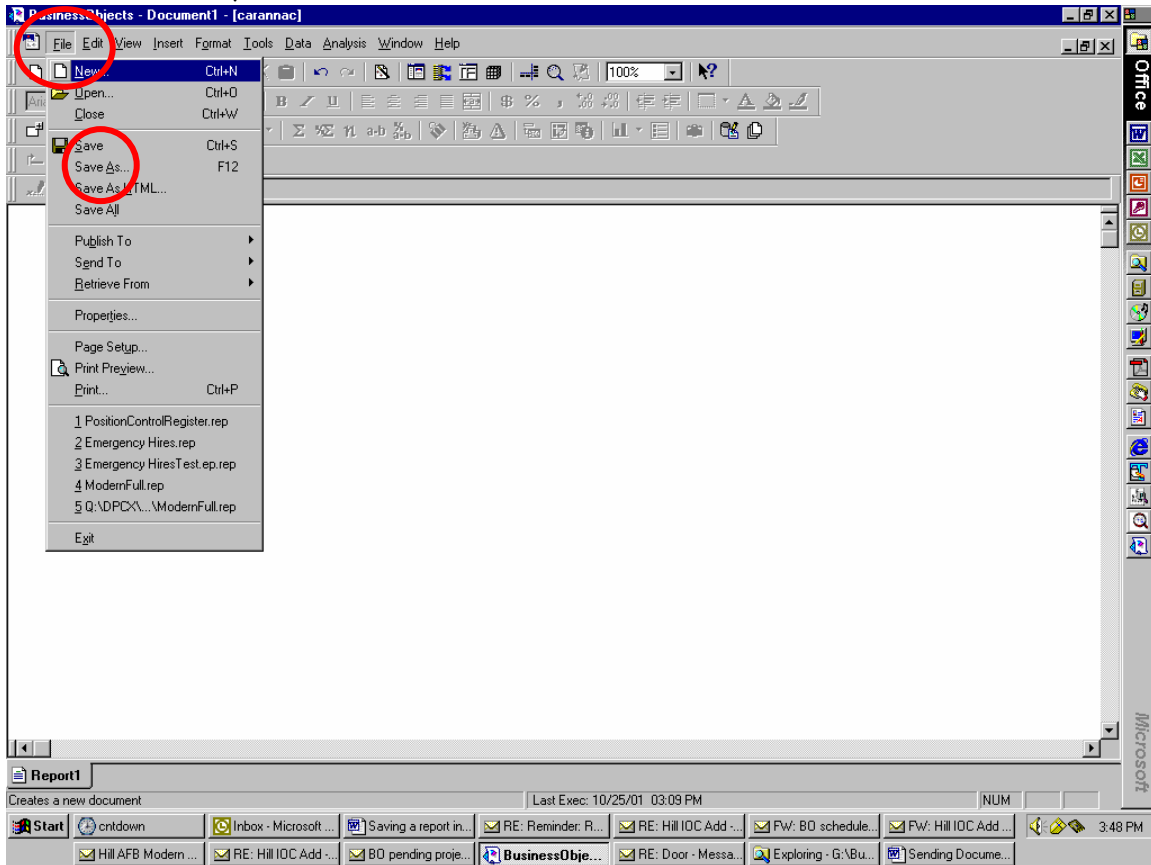
1. Create your document in Business Objects

The screenshot displays the Business Objects software interface. The main window shows a report titled "Roster" with a table of data. The table has two columns: "Position Title" and "PP-SRS-GR (Current)". The data is as follows:

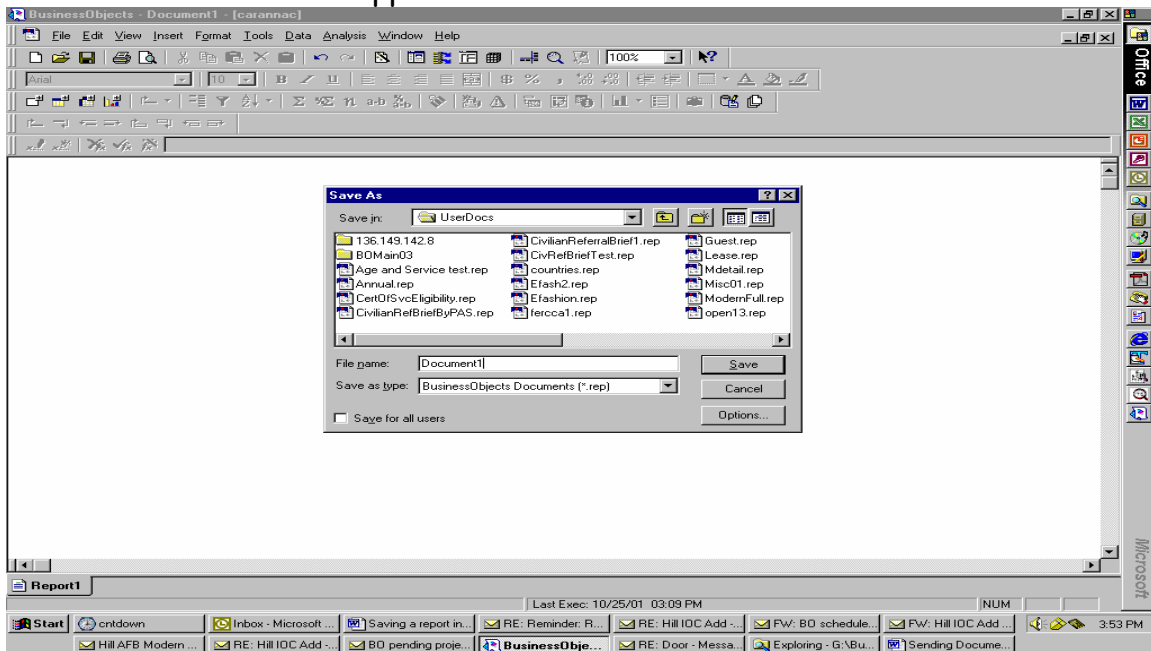
Position Title	PP-SRS-GR (Current)
ACCOUNTING TECHNICIAN	GS-0525-05
ACCOUNTING TECHNICIAN	GS-0525-06
ACCOUNTING TECHNICIAN	GS-0525-07
ADMINISTRATIVE OFFICER	GS-0341-09
ADMINISTRATIVE OFFICER	GS-0344-09
ADMINISTRATIVE SUPPORT ASSISTANT	GS-0303-05
ADMINISTRATIVE SUPPORT ASSISTANT (O/A)	GS-0303-05
ADMINISTRATIVE SUPPORT ASSISTANT (OA)	GS-0303-06
ADMINISTRATIVE SUPPORT CLERK (OA)	GS-0303-05
ADMINISTRATIVE SUPPORT TECHNICIAN (OA)	GS-0303-06
ADMINISTRATIVE SUPPORT TECHNICIAN (OA)	GS-0303-07
AFFILIATION PROGRAM SPECIALIST	GS-2101-09
AIR COMMANDER	GS-0301-15
AIR COMMANDER, 22ND AIR FORCE	ES-0301-00
AIRCRAFT ELECTRICIAN	WG-2892-10
AIRCRAFT ELECTRICIAN	WG-2892-11
AIRCRAFT ENGINE MECHANIC	WG-8602-10
AIRCRAFT ENGINE MECHANIC	WG-8602-11
AIRCRAFT ENGINE MECHANIC SUPERVISOR	WS-8602-09

The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Analysis, Window, Help), a toolbar, and a status bar at the bottom showing the last execution time as 10/25/01 03:09 PM. The taskbar at the bottom shows various open applications, including Microsoft Word and Adobe Acrobat Reader.

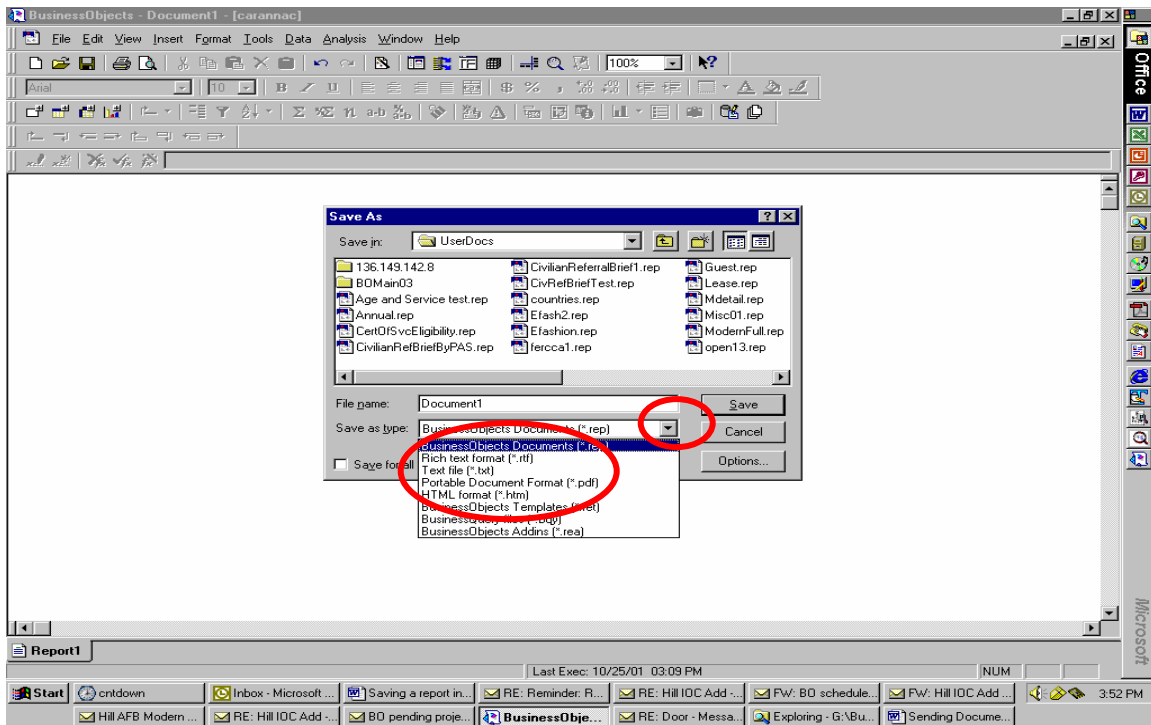
2. Click on File, Save As



3. And this screen will appear:



4. Click the down arrow on "Save as type" and select either Rich text format (*.rtf) or Portable Document Format (*.pdf).



5. A screen similar to the following will appear depending on which format you choose. Click "Save" and the report will be saved in the UserDocs folder of the Business Objects directory or whatever location you choose in the "Save in" block. The report is now ready for delivery to your customer in a format they can use.

